

## SCHOOL YEAR 2002-03 ADMINISTRATIVE INFORMATION MEMORANDUM NO. 1

**TO:** State and Federal Program Directors  
**FROM:** Office of Field Services  
**DATE:** January 16, 2003

### New Adequate Yearly Progress Formula Approved by State Board of Education

At its meetings in November and December 2002, the State Board of Education approved a new formula for Adequate Yearly Progress (AYP) that will apply to all public schools and school districts in the state. The new formula, which is described in Attachment A, will be used to identify successful Title I schools, as well as schools in need of improvement. It will also be used in the new state accreditation system, *Education YES!*, where it will affect the grades given to many schools.

Michigan's new AYP formula must still undergo a federal peer review and be approved by the U.S. Department of Education. In the meantime, the Michigan Department of Education is moving ahead with plans to issue Adequate Yearly Progress reports for 2001-02 based on the new formula. These reports, which will be sent to school districts later this month, will identify the schools that must implement the new Title I requirements for school choice and supplemental educational services.

The Office of Field Services has scheduled regional workshops to provide in-depth information on the new AYP formula, its relationship to *Education YES!*, and the consequences for Title I schools that are identified for improvement. Information on the dates and locations of these workshops is included in Attachment D. Please contact the regional secretary to register or contact the office at 517-373-6341.

### OF NOTE

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#### Final Title I Regulations Issued

On November 26, 2002, the U.S. Department of Education issued final regulations for Title I of the *No Child Left Behind Act of 2001*. The most important new requirements in these regulations are described on Page 1 of this memorandum. Of special note are the certification requirements for all new core academic teachers in schools with Title I schoolwide programs and the requirement to set aside Title I funds to ensure that all Title I paraprofessionals are qualified by January 8, 2006.

### CALENDAR

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February 14 – March 25	AYP Workshops
March 5 – April 25	MEGS New User Training
April 3 – 4	U.P. Compensatory Education Conference

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## **Final Regulations for Title I of *No Child Left Behind Act***

The U.S. Department of Education has issued final regulations for Title I of the *No Child Left Behind Act of 2001*. These regulations mirror the law in most respects, but do establish new requirements in several instances. The most important of the new requirements are described below and should be given special attention by school district administrators.

**All core academic teachers in Title I schoolwide programs must meet the new requirements for Title I teachers.** Sec. 200.55(a) of the regulations applies the new requirements for Title I teachers to all core academic teachers working in schools with Title I schoolwide programs. All teachers who were hired by the district after the beginning of the 2002-03 school year and teach core academic subjects in Title I schoolwide programs must meet state certification requirements and cannot be hired on a permit. The only exception is teachers who are participating in an alternative route to certification program, who must meet state certification requirements within three years of their employment. The core academic subjects are defined by the *No Child Left Behind Act of 2001* to include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography. By the end of the 2005-06 school year, all school districts that receive Title I funds must ensure that every core academic teacher in the district meets state certification requirements.

**All instructional paraprofessionals in Title I schoolwide programs must meet the new requirements for Title I paraprofessionals.** Sec. 200.58(a) of the regulations applies the new qualification requirements for Title I paraprofessionals to all instructional paraprofessionals in schools operating Title I schoolwide programs. All instructional paraprofessionals who were hired by the district after January 8, 2002 and work in Title I schoolwide programs must have completed two years of college, obtained an associate's degree (or higher), or passed a formal assessment of their knowledge and ability to assist in instructing reading, writing and mathematics. Instructional paraprofessionals hired before January 8, 2002 and working in Title I schoolwide programs must meet these requirements by January 8, 2006. In schools with Title I targeted assistance programs, the new requirements apply only to instructional paraprofessionals who are paid with Title I funds.

**Districts must set aside Title I funds to ensure that all core academic teachers and Title I instructional paraprofessionals meet the new requirements.** Sec. 200.60(a) of the regulations expands the requirement in the Title I law to set aside part of the district's Title I funds to ensure that all core academic teachers are certified by the end of the 2005-06 school year. A district that has no uncertified teachers, but that has Title I paraprofessionals who are not fully qualified, **must now set aside 5 – 10 percent of its Title I allocation to ensure that these paraprofessionals become qualified, unless a smaller amount is needed.** This is a significant change that will require many school districts to set aside funds for this purpose. Since many Title I budgets are approved, this will require a budget amendment from districts that did not originally set aside the funds but are now required to do so. Note that the requirement includes all instructional paraprofessionals in schools operating Title I schoolwide programs.

Most of the other new requirements established by the regulations concern state-level administration of the Title I program and deal with areas such as the Adequate Yearly Progress formula and criteria for providers of supplemental educational services. The regulations are available on the U.S. Department of Education website at <http://www.ed.gov/offices/OESE/SASA/cepprogressp.html#reg>.

## **Training for New Users of the Michigan Electronic Grants System (MEGS)**

The Michigan Department of Education will sponsor regional training sessions for district staff who are responsible for completing the Consolidated Application or other grant applications, but did not participate in MEGS training in the spring of 2002. These hands-on sessions will be conducted by Louis Burgess of A.J. Boggs, who is the Department's project manager for MEGS. A total of 10 training sessions have been scheduled for the following dates and locations:

<u>Date</u>	<u>Time</u>	<u>Location</u>
March 5	10:00 a.m. – 1:00 p.m.	Pontiac Public Schools
March 10	10:00 a.m. – 1:00 p.m.	Kent ISD
March 11	10:00 a.m. – 1:00 p.m.	Berrien ISD
March 17	10:00 a.m. – 1:00 p.m.	MI Virtual University
March 18	10:00 a.m. – 1:00 p.m.	Washtenaw ISD
March 20	10:00 a.m. – 1:00 p.m.	Bay-Arenac ISD
March 21	10:00 a.m. – 1:00 p.m.	Genesee ISD
March 31	10:00 a.m. – 1:00 p.m.	Wayne RESA
April 24	10:00 a.m. – 1:00 p.m.	Delta-Schoolcraft ISD
April 25	10:00 a.m. – 1:00 p.m.	Traverse Bay Area ISD

To register for one of these sessions, please complete the enclosed registration form and fax or mail it according to the directions on the bottom of the form. The registration form is also posted on our website at [www.mi.gov/mde](http://www.mi.gov/mde) (select *keywords* from the top gray toolbar, then click *OFS -- Field Services*). Because this will be hands-on computer training, the number of participants will be strictly limited and it will not be possible to participate without registering in advance.

The Field Services regional consultants will hold application workshops for the 2003-04 Consolidated Application in April and May. These workshops will focus on the content of applications, as well as the MDE approval process, and should be attended by staff from all school districts. Special attention will be given to the local consolidated plans that are submitted with the Consolidated Application. Many of these plans were accepted on a contingency basis in 2002-03 and must be completed before they are resubmitted for final approval with the 2003-04 Consolidated Application. The application workshops will also include a brief MEGS update appropriate for experienced MEGS users.

If you have questions about the new MEGS user sessions, please call Heather Marsh at 517-373-4140. Dates and locations for the 2003-04 Consolidated Application workshops will be announced at a later date.

## **Schoolwide Planning Support Team Arrangements for 2003-04**

Under the new Title I legislation, any Title I school with a poverty concentration of at least 40 percent may choose to implement a Title I schoolwide program **once it has participated in a year of planning with a school support team which has been provided or approved by the Michigan Department of Education**. There are currently more than 890 schools implementing schoolwide programs in Michigan, and 68 are engaged in planning schoolwide programs for the fall of 2003. At this time, the Department is beginning to make arrangements to identify school support teams for schools that wish to plan during 2003-04 to implement schoolwide programs in 2004-05.

One option for schools, if enough schools select this option, may be participation in the Title I School Improvement Training Program designed and led by Dr. Larry Lezotte. Schools may also identify another technical assistance provider who is knowledgeable about effective schools research and comprehensive school improvement. If a school is already receiving assistance from another provider, it may wish to use that process for Title I schoolwide planning as well, if the technical assistance provider agrees to serve in this role.

The Department anticipates that it will be able to provide a \$3,000 grant for each school to help cover the costs of assistance from the support team selected. Any costs that are not covered by the grant can be included in the district's regular Title I budget or paid with other funds, such as those available under Title V, Part A.

If you have any eligible schools that are not already operating schoolwide programs and would like to engage in planning in 2003-04, please complete Attachment B and send it to the Department no later than April 1, 2003. If you have questions about Title I schoolwide planning, the difference between schoolwide and targeted assistance programs, or the status of any school in your district, please contact your Field Services regional consultant.

Please note that schools engaged in the year of schoolwide planning must continue to operate as Title I targeted assistance schools for that year. Please also note that the new requirements for teacher and paraprofessional qualifications apply much more broadly in a Title I schoolwide program than they do in a targeted assistance school.

## Description of Michigan's AYP Formula

The *No Child Left Behind Act of 2001* provides specific requirements for Adequate Yearly Progress formulas that are used by individual states. The legislation gives Title I schools the two following methods to determine whether or not they have made Adequate Yearly Progress:

**AYP Based on Achievement.** A Title I school makes AYP for a particular year based on achievement if at least a certain percentage of students meets or exceeds state standards on the Michigan Educational Assessment Program tests. For tests with four achievement levels, these are students scoring in the top two achievement levels (Levels 1 and 2) combined. For tests with only two or three achievement levels, students must score in the top level in order to meet state standards. The required percentage is the same for all schools in the state and is known as the "annual state objective." The percentages are different for each subject, however, as well as each grade level tested, because they depend on the starting points established in 2002. The annual state objective for each subject and grade level will increase as shown below until it reaches 100 percent for all subjects and grade levels in 2014.

<u>Year</u>	<u>Reading/English Language Arts</u>			<u>Mathematics</u>			<u>Science</u>			<u>Social Studies</u>		
	<u>Elem</u>	<u>Middle</u>	<u>High</u>	<u>Elem</u>	<u>Middle</u>	<u>High</u>	<u>Elem</u>	<u>Middle</u>	<u>High</u>	<u>Elem</u>	<u>Middle</u>	<u>High</u>
2002	38%	31%	42%	47%	31%	33%						
2003	38%	31%	42%	47%	31%	33%						
2004	38%	31%	42%	47%	31%	33%						
2005	49%	43%	52%	56%	43%	44%						
2006	49%	43%	52%	56%	43%	44%						
2007	49%	43%	52%	56%	43%	44%						
2008	59%	54%	61%	64%	54%	56%						
2009	59%	54%	61%	64%	54%	56%						
2010	59%	54%	61%	64%	54%	56%						
2011	69%	66%	71%	73%	66%	67%						
2012	79%	77%	81%	82%	77%	78%						
2013	90%	89%	90%	91%	89%	89%						
2014	100%	100%	100%	100%	100%	100%						

TO BE DETERMINED

The annual state objectives apply to the entire group of students in the school who took the MEAP reading/English language arts and mathematics tests. They also apply separately to each of the following groups of students, if at least 30 students in the group took a particular MEAP test:

- Students from different racial/ethnic groups
- Students from low-income families
- Students with limited English proficiency
- Students with disabilities

For a Title I school to make AYP based on achievement, each of the above groups of students must also meet the annual state objective. At least 95 percent of the students in each group must have taken the MEAP or special education alternative assessment, and the school must also have acceptable attendance or graduation rates.

The most accurate picture of a school's achievement is sometimes obtained by averaging its MEAP results for two or three years. To determine if a school has met the annual state objective, first its results for a particular year are compared to the annual state objective for that year. If the school's one-year results are below the objective, its results are then averaged for two years to see if the average meets the objective. If the two-year average is still below the objective, the school's results are averaged for three years to see if this average meets the objective. If the three-year average is below the objective, the school has not made AYP based on achievement.

AYP Based on Improvement. If a school does not meet the required MEAP percentages to make AYP based on achievement, it can still make AYP by improving its MEAP scores a certain amount from one year to the next, in combination with at least 95 percent participation and acceptable attendance or graduation rates. The required improvement in MEAP scores is based on each school's current achievement level and reflects how far it is from having all students meet state standards. If a school's achievement levels are different in reading and mathematics, and for the groups of students whose progress must be monitored, the required amounts of improvement are also different. The lower the current achievement level, the more a school or group of students must improve in order to make AYP.

The specified formula for each subject area and group of students is a reduction of at least 10 percent in the percentage of students who did not meet state standards in the previous year. For MEAP tests with four achievement levels, students do not meet state standards if they score in the bottom two levels (Levels 3 and 4). For MEAP tests with two or three achievement levels, students do not meet state standards if they score below the top level. It is important to note that the test results used for AYP based on improvement are year-to-year comparisons, not the three-year averages used for AYP based on achievement.

The formula for AYP based on improvement is illustrated in the following example:

<b>MEAP 4<sup>th</sup> Grade Math Results</b>			<b>Step 1.</b> Using the previous year's MEAP results, add the percentages of students scoring in Levels 3 and 4. $41.2\% + 21.5\% = 62.7\%$
	<u>2002</u>	<u>2003</u>	
Level 1	8.2%	11.5%	<b>Step 2.</b> Multiply the result of Step 1 by 10% (.10). This gives the required amount of improvement for the next year. $62.7\%(.627) \times 10\%(.10) = 6.3\%(.063)$
Level 2	29.1%	32.4%	
Level 3	41.2%	37.1%	
Level 4	21.5%	19.0%	
			<b>Step 3.</b> Using the current year's MEAP results, add the percentages of students scoring in Levels 3 and 4. $37.1\% + 19.0\% = 56.1\%$

**Step 4.** Subtract the result of Step 3 from the result of Step 1 to determine the amount of improvement.

$$62.7\% - 56.1\% = 6.6\%$$

**Step 5.** Compare the result of Step 4 to the required amount of improvement from Step 2. If the total amount of improvement is greater than or equal to the required improvement, at least 95 percent of the students participated in state assessments, and the attendance or graduation rate is acceptable, the school has made AYP for this subject area or student group.

$$6.6\% \geq 6.3\% ? \text{ YES}$$

## 2003-2004 TITLE I SCHOOLWIDE PLANNING SUPPORT TEAM NEEDS

**School District** \_\_\_\_\_ **District Code** \_\_\_\_\_

<u>Participating Schools</u>	<u>Poverty %</u>	<u>Support Team Option Desired (Please check one)</u>
_____	_____	<input type="checkbox"/> Lezotte <input type="checkbox"/> State Accred. T.A.* <input type="checkbox"/> N. Central <input type="checkbox"/> Other (Identify)_____
_____	_____	<input type="checkbox"/> Lezotte <input type="checkbox"/> State Accred. T.A.* <input type="checkbox"/> N. Central <input type="checkbox"/> Other (Identify)_____
_____	_____	<input type="checkbox"/> Lezotte <input type="checkbox"/> State Accred. T.A.* <input type="checkbox"/> N. Central <input type="checkbox"/> Other (Identify)_____
_____	_____	<input type="checkbox"/> Lezotte <input type="checkbox"/> State Accred. T.A.* <input type="checkbox"/> N. Central <input type="checkbox"/> Other (Identify)_____
_____	_____	<input type="checkbox"/> Lezotte <input type="checkbox"/> State Accred. T.A.* <input type="checkbox"/> N. Central <input type="checkbox"/> Other (Identify)_____
_____	_____	<input type="checkbox"/> Lezotte <input type="checkbox"/> State Accred. T.A.* <input type="checkbox"/> N. Central <input type="checkbox"/> Other (Identify)_____
_____	_____	<input type="checkbox"/> Lezotte <input type="checkbox"/> State Accred. T.A.* <input type="checkbox"/> N. Central <input type="checkbox"/> Other (Identify)_____

\* Northern Michigan Learning Consortium, West Michigan Student Achievement Consortium

**Superintendent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please return this form no later than April 1, 2003 to:**

Telephone: (517) 373-3921    Fax: (517) 335-2886

Ms. Linda Brown, Assistant Director  
Office of Field Services  
Michigan Department of Education  
P.O. Box 30008  
Lansing, MI 48909



## MICHIGAN ELECTRONIC GRANTS SYSTEM (MEGS) NEW USER TRAINING REGISTRATION FORM

There is limited seating at each of the locations listed below. Please register in a timely fashion to ensure you will be accommodated at the location of your choice.

District Name: \_\_\_\_\_ District Code: \_\_\_\_\_

### **Representative**

Name \_\_\_\_\_

Title \_\_\_\_\_ Ph. No. \_\_\_\_\_

E-Mail \_\_\_\_\_

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> March 5, 2003<br>Pontiac Public Schools<br>Whitmer Human Resource Ctr.<br>Computer Lab<br>601 Parkhurst Street<br>Pontiac, MI 48342 | <input type="checkbox"/> March 10, 2003<br>Kent ISD<br>PC Lab<br>2930 Knapp Street, NE<br>Grand Rapids, MI 49525       | <input type="checkbox"/> March 11, 2003<br>Berrien ISD<br>Tech Center<br>711 Saint Joseph Ave.<br>Berrien Springs, MI 49103           |
| <input type="checkbox"/> March 17, 2003<br>MI Virtual University<br>Global Collaboration Center<br>3101 Technology Parkway<br>Lansing, MI                    | <input type="checkbox"/> March 18, 2003<br>Washtenaw ISD<br>Computer Lab<br>1819 S. Wagner Road<br>Ann Arbor, MI 48106 | <input type="checkbox"/> March 20, 2003<br>Bay-Arenac ISD<br>Pinconning Lab<br>4228 2 Mile Road<br>Bay City, MI 48706                 |
| <input type="checkbox"/> March 21, 2003<br>Genesee ISD<br>GEN-NET Lab<br>2413 W. Maple Avenue<br>Flint, MI 48507   | <input type="checkbox"/> March 31, 2003<br>Wayne RESA<br>Arthur's Auditorium<br>3350 Van Born Road<br>Wayne, MI 48184  | <input type="checkbox"/> April 24, 2003<br>Delta-Schoolcraft ISD<br>Computer Lab<br>2525 3 <sup>rd</sup> Avenue<br>Escanaba, MI 49829 |
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- |   |   |   |
|---|---|---|
| <input type="checkbox"/> April 25, 2003<br>Traverse Bay Area<br>Career-Tech Center<br>REMC Training Lab<br>880 Parson Road<br>Traverse City, MI 49686 | <b>Please mail to:</b><br><br><br><br><br><br><br><br><br><br><b>OR</b><br><br><br><br><br><br><br><br><br><br><b>Fax to:</b> | MI Department of Education<br>Office of Field Services<br>P.O. Box 30008<br>Lansing, MI 48909<br>Attn: Heather Marsh<br><br><br><br><br><br><br><br><br><br>517-335-2886    Attn: Heather Marsh |
|---|---|---|

**Michigan Department of Education  
Office of Field Services**

**WINTER 2003 – AYP WORKSHOPS**

**February 14, 2003**

Muskegon ISD  
9:00 a.m. – 12:00 p.m.  
Great Lakes Conference Center  
630 Harvey Street  
Muskegon, MI 49442  
231-777-2637

**February 20, 2003**

Traverse Bay Area ISD  
9:30 a.m. – 12:30 p.m.  
Grand Traverse Room  
1101 Red Drive  
Traverse City, MI 49696  
231-922-6200

**February 21, 2003**

Gaylord Hampton Inn  
9:00 a.m. – 12:00 p.m.  
Meeting Room  
230 Dickerson Road  
Gaylord, MI 49735  
888-731-4500

**February 21, 2003**

Van Buren ISD  
9:00 a.m. – 12:00 p.m.  
Red Haven Room  
490 South Paw Paw Street  
Lawrence, MI 49064  
269-674-8091

**February 24, 2003**

Eastern Upper Peninsula ISD  
9:00 a.m. – 12:00 p.m.  
Conference Room  
315 Armory Place  
Sault Ste. Marie, MI 49783  
906-632-3373

**February 24, 2003**

Kent ISD  
9:00 a.m. – 12:00 p.m.  
1:00 p.m. – 4:00 p.m.  
Grand Room  
2930 Knapp Street, N.E.  
Grand Rapids, MI 49525  
616-364-1333

**February 24, 2003**

Saginaw ISD - Transitions Center  
9:00 a.m. – 12:00 p.m.  
Conference Rooms C, D, E  
3860 Fashion Square Boulevard  
Saginaw, MI 48603  
989-399-7473

**February 27, 2003**

Delta-Schoolcraft ISD  
9:00 a.m. – 12:00 p.m. (EST)  
8:00 a.m. – 11:00 a.m. (CST)  
Large Conference Room  
2525 3<sup>rd</sup> Avenue South  
Escanaba, MI 49829  
906-786-9300

**March 10, 2003**

Wayne RESA  
9:00 a.m. – 12:00 p.m.  
Annex Rooms 1, 2, 3  
5454 Venoy  
Wayne, MI 48184  
734-334-1300

**March 11, 2003**

St. Clair ISD  
9:00 a.m. – 12:00 p.m.  
East/West Conference Room  
499 Range Road  
Port Huron, MI 48061  
810-364-8990

**Michigan Department of Education  
Office of Field Services**

**WINTER 2003 – AYP WORKSHOPS**

**March 11, 2003**

Washtenaw ISD  
9:00 a.m. – 12:00 p.m.  
Vogel A & B  
1819 S. Wagner Road  
Ann Arbor, MI 48106  
734-994-8100

**March 13, 2003**

Jackson ISD  
9:00 a.m. – 12:00 p.m.  
Professional Development Rooms 1, 2, 3  
6700 Browns Lake Road  
Jackson, MI 49201  
517-768-5200

**March 14, 2003**

Macomb ISD  
9:00 a.m. – 12:00 p.m.  
Superior Room  
44001 Garfield Road  
Clinton Township, MI 48038  
586-228-3480

**March 20, 2003**

Clarion Hotel and Conference Center  
9:00 a.m. – 12:00 p.m.  
Ballroom  
3600 Dunckel Drive  
Lansing, MI 48910  
517-351-7600

**March 24, 2003**

Oakland Schools  
9:00 a.m. – 12:00 p.m.  
Room 315  
2100 Pontiac Lake Road  
Waterford, MI 48328  
248-209-2549

**March 25, 2003**

Gogebic-Ontonagon ISD  
9:00 a.m. – 12:00 p.m. (CST)  
10:00 a.m. – 1:00 p.m. (EST)  
Conference Room  
202 Elm Street  
Bergland, MI 49910  
906-575-3438

**March 25, 2003**

Genesee Area Skill Center  
9:00 a.m. – 12:00 p.m.  
Weekdays Conference Area  
G5081 Torrey  
Flint, MI 48507  
810-760-1444, ext. 211